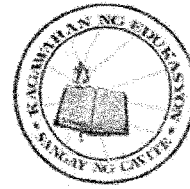




Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
DIVISION OF CAVITE
Trece Martires City



June 17, 2015


DIVISION MEMORANDUM

No. 037 s. 2015

**DIVISION ROLL-OUT ON THE IMPLEMENTATION OF SCHOOL-BASED FEEDING
PROGRAM FOR SY 2015-2016**

To: Assistant Schools Division Superintendent
OIC, Office of the Asst. Schools Div. Superintendent
Chiefs, CID/ SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elem. School Heads
Canteen Managers

1. In line with the Implementation of School-Based Feeding Program (SBFP) as per DepEd Order No. 54 s. 2013, the Division SBFP Roll-out will be held on July 7, 2015 for Cluster 1; July 8, 2015 for Cluster 2; July 9, 2015 for Cluster 3; and July 10, 2015 for Cluster 4 from 8:00 AM to 5:00 PM at the Division Library Hub, DepEd Cavite, Trece Martires City, Cavite.
2. The Roll-out aims to:
 - a. disseminate information regarding SBFP in all elementary schools throughout the Division;
 - b. enlighten the participants on the proper implementation of the program that will lead to improved nutritional status of the undernourished pupils; and
 - c. enhance knowledge on the management and liquidation of SBFP funds.
3. Participants to this Division roll-out are district supervisors, principals, and canteen managers. (Please see attached list of participants.) They are required to bring laptops. No representatives in lieu of the official participants will be allowed to attend the roll-out.
4. Meals of the participants shall be charged to the Division MOOE.
5. Enclosed in this memorandum are the Program of Activities, Program Committees; and List of Official Participants per cluster per day.
6. Immediate dissemination of the contents of this Memorandum is desired.


CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent

To be indicated in the Perpetual Index under the following subjects:

**Pupils
Health and Nutrition**

**PROGRAM OF ACTIVITIES
SCHOOL – BASED FEEDING PROGRAM
JULY 7-10, 2015**

8:00 – 8:30 am	Opening Prayer	Ma. Fe L. Ayos Nurse II
	National Anthem	Clorinda P. Garma Nurse II
	Welcome Remarks	Editha M. Atendido Asst. Schools Division Superintendent
		Daisy Z. Miranda OIC, Office of the Asst. Schools Division Superintendent Chief Education Supervisor, SGOD
	Inspirational Message	Cherrylou D. De Mesa OIC, Schools Division Superintendent
8:30 – 9:00 am	Roll Call	Dolores R. Saavedra Nurse In-Charge
9:00 – 9:30 am	SBFP Overview / Canteen Management	Romeo E. Endraca Education Program Supervisor, TLE
9:30 – 9:45 am	Feedbacking	Mary Glenda E. Santiago Nurse II
9:45 – 10:00 am	Icebreaker	Teodoro Fulvadora Senior Bookkeeper
10:00 – 12:00 am	Operational Guidelines	
	SBFP RATIONALE	
	- Objectives	Dr. Rainerio U. Reyes Medical Officer IV
	- Feeding Mechanics	Mary Glenda Santiago Nurse II
	- Roles and Responsibilities	Mary Lovely Joy Perea Nurse II
	- Complimentary Activities	Renee Jane Rustia Nurse II
	- BMI Computations / Forms	Francis Guimpatan Nurse II
	- Program Terminal Report	Anna Marie Magsombol Nurse II
12:00 – 1:00 pm 1:00 – 5:00 pm	LUNCH BREAK	
	Financial Operations:	
	- Work and Financial Plan	Rosa Maria C. Valdez Administrative Assistant III
	- Liquidation Reports	Delia R. Esberto Feeding Coordinator –TMCES
	- Procurement Process / 20 Day Menu Cycle	Lorna A. Morabe Feeding Cordinator – Lapidario ES
	- IIRR Recipe	Joie Buendia Principal – Mabolo ES 9 (Naic I)
	- Menu / Action Planning	

Ma. Vidagracia U. Reyes
Master of Ceremonies

EXECUTIVE COMMITTEE

CHERRYLOU D. DE MESA
OIC, Office of the Schools Division Superintendent

EDITHA M. ATENDIDO
Assistant Schools Division Superintendent

DAISY Z. MIRANDA
OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD

ELPIDIA B. BERGADO
Chief Education Supervisor, CID

TECHNICAL COMMITTEE

Planning

ROMEO E. ENDRACA
Education Program Supervisor, TLE

DR. RAINERIO U. REYES
Medical Officer IV

ROSA MARIA C. VALDEZ
Administrative Assistant III

Members

LORENA L. ARCA
Senior Education Program Specialist II, HRD

GINA B. DULCE
Education Program Specialist II, HRD

WORKING COMMITTEE

Registration & Attendance:	Ma. Theresa Reyes Rhodora Matel
Program & Certificates:	Mary Jane Ramirez Clorinda Garma
Accommodation:	Jeric Javier Grace Ambat
Documentation:	Elizabeth Parico Ma. Fe Ayos

LIST OF PARTICIPANTS

DATE	CLUSTER	DISTRICT	PARTICIPANTS	NO. OF PARTICIPANTS	SCHOOL
July 7, 2015	1	Rosario	District Supervisor	1	
			Principals	3	Abadilla ES, D.P. Jimenez ES, Rosario ES
			Canteen Managers	8	
		Kawit	District Supervisor	1	
			Principals	4	Binakayan, Toclong, Wakas, F. Ilano
			Canteen Managers	11	
		Noveleta	District Supervisor	1	
			Principals	2	Gen. L. San Miguel, Pacifico Aquino
			Canteen Managers	7	
		General Trias II	District Supervisor	1	
			Principals	7	GARMS, Marycris ES, Navarro, Parklane ES, San Francisco, Sunnybrooke ES, Tropical Village ES
			Canteen Managers	12	
		Trece Martires City	District Supervisor	1	
			Principals	8	Hugo Perez, Trece Martires ES, Osorio, Southville, Lapidario, Aguado, Aliang, Kanggahan
			Canteen Managers	12	
		Alfonso	District Supervisor	1	
			Principals	2	Alfonso ES, Pansin ES
			Canteen Managers	18	

July 8, 2015	2	Carmona	District Supervisor	1	
			Principals	2	Maduya ES, Milagros West ES
			Canteen Managers	9	
		GMA	District Supervisor	1	
			Principals	3	Bulihan ES, Area J ES, San Gabriel 1 ES
			Canteen Managers	8	
		Silang I	District Supervisor	1	
			Principals	5	Adlas ES, BSS, Silang West ES, Bagong Buhay ES, Silang CS
			Canteen Managers	18	
		Naic I	District Supervisor	1	
			Principals	7	Ibayo ES, B. Sasahan ES, Timalan ES, Labas ES, M. Mapino ES, Naic ES, Balsahan ES
			Canteen Managers	11	
		Magallanes	District Supervisor	1	
			Principals	2	Magallanes, Pacheco
			Canteen Managers	10	
		Mendez	District Supervisor	1	
			Principals	2	Galicia ES, Asis ES
			Canteen Managers	7	
		Ternate	District Supervisor	1	
			Principals	3	Sapang ES, San Juan ES, Ternate ES
			Canteen Managers	5	
July 9, 2015	3	Silang II	District Supervisor	1	
			Principals	6	Kaong ES, Tartaria ES, Tibig ES, Inchican ES, Santol ES, Malabag ES
			Canteen Managers	26	

		Tanza	District Supervisor	1	
			Principals	10	Bagtas ES, F. Calderon ES, Amaya ES, Paradahan ES, Halayhay ES, S. Mayor ES, Julugan ES, G. Fojas ES, Sta.Cruz ES, Santol ES
			Canteen Managers	16	
		Gen. Emilio Aguinaldo	District Supervisor	1	
			Principals	2	Bailen ES, Castanos ES
			Canteen Managers	10	
		Indang I	District Supervisor	1	
			Principals	2	Indang Central ES, Indang East ES
			Canteen Managers	15	
		Amadeo	District Supervisor	1	
			Principals	2	Amadeo ES, M. Anacay ES
			Canteen Managers	10	
July 10, 2015	4	Gen. Trias I	District Supervisor	1	
			Principals	8	Alingaro ES, Belvedere ES, Buenavista ES, GAMES, L. Ferrer ES, Manggahan ES, PK 1 ES, Tejero ES
			Canteen Managers	14	
		Naic II	District Supervisor	1	
			Principals	7	San Roque ES, PLTMES, Palangue C, M. Bago ES, M. Luma ES, Molino PS, Halang ES
			Canteen Managers	11	
		Indang II	District Supervisor	1	
			Principals	4	Banaba C ES, Alulod ES, Kaytapos ES, Mataas na Lupa ES
			Canteen Managers	15	

		Maragondon	District Supervisor	1	
			Principals	3	Sta. Mercedes ES, Maragondon ES, Pinagsanjan ES
			Canteen Managers	15	
		Tagaytay	District Supervisor	1	
			Principals	2	Sungay ES, C. Batino
			Canteen Managers	16	